

## **VENDOR RULES AND REGULATIONS 2025**

### **Grand Chapter of Washington, Order of Eastern Star**

1. **COST OF SPACE:** \$75.00 per 10' x 10' as set forth in the application  
Rentals include two (2) chairs per space.  
Dress racks are not available.  
Items are not to be placed outside of your marked area.  
There will be large garbage cans in the hallways for everyone's use.  
You are responsible for the total clean-up of your area.
2. **TERMS OF PAYMENT:** The total amount must be paid, by check or money order (in US funds) to be received with your signed application no later than May 1, 2025.
3. **SPACE ASSIGNMENTS:** Assignments will be made based on earliest postmark date. Placement will be made as to postmark date and space requirements. The number of spaces are limited.
4. **CANCELLATION:** Vendor's request for cancellation will be considered, for good reason, upon receipt as such. The Vendor's Chairman must receive a request for cancellation on or before June 1, 2025. Payment will not be returned if request is received after that date.
5. **VENDOR SET-UP:** Vendor's may begin the set up of their space/displays at 9 am Sunday, June 29, 2025. Acetylene or other highly flammable explosive substances, or high noise level exhibits, will not be permitted.
6. **HOURS OF OPERATION:** Booth hours will be as follows:

a. Sunday 6/29, 2025	12:00 pm – 4:00 pm
b. Mon. 6/30 & Tues. 7/1	7:30 am – 6:00 pm
c. Wed. 7/2	7:30 am - out by 12:00 pm
7. **DISMANTLING:** Any exhibitor materials to be shipped back by freight companies must be completely repacked with shipping tags providing clear destination instructions. Vendors will make their own arrangements with shipping companies for removal of items. Dismantling, pack-up, and move-out must be completed by 12:00 pm on Wednesday 7/2/2025.

8. **LIABILITY:** The Order of Eastern Star will not be responsible for any damage caused to the Wenatchee Convention Center or any injury or accident that may be caused or incurred by any, as well as medical coverage. In the event of disaster, fire strikes or other unavoidable circumstances that make the building unfit for use, the Vendors contract will not be binding.

In signing this contract, the Vendor agrees to hold the Grand Chapter of Washington Order of Eastern Star, harmless for cause of any incident or event that may occur during the course of Grand Chapter session in Wenatchee, Washington during the days set forth in the contract.

9. **SECURITY:** The building entrances are locked at night. O.E.S. will not be responsible for any loss. Any problems should be reported to the Vendor Chairman and the Wenatchee Convention Center immediately.